

**MARK T. McCARTY CHAPTER 13 BANKRUPTCY STANDING TRUSTEE
NOTICE OF JOB OPENING
OCTOBER 2018**

POSITION: Administrative Assistant

LOCATION: 6020 Ranch Drive, Suite C3, Little Rock, AR 72223

AVAILABILITY: Immediate

SUMMARY: The United States Trustee appoints and supervises private trustees who administer consumer bankruptcy estates under chapters 7, 12, and 13 of the Bankruptcy Code. Private trustees and their respective staff are not government employees. They do, however, work in concert with the United States Trustee to ensure the efficiency and integrity of the bankruptcy system. Chapter 13 trustees are called "standing trustees" because, pursuant to statute, they have a standing appointment from the United States Trustee to administer chapter 13 cases within a particular geographic area. Standing trustees evaluate the financial affairs of the debtor, make recommendations to the court regarding confirmation of the debtor's repayment plan, and administer the court-approved plan by collecting payments from the debtor and disbursing the funds to creditors.

BRIEF JOB DESCRIPTION: This individual will have various job responsibilities within the Trust Operation. This individual will be cross-trained on a number of tasks as needed. This job is technical and requires close attention to detail as accuracy is of the utmost importance. This individual will work at the Trust Operation office 40 hours per week; however, flexible, part-time scheduling (approximately 25-28 hours per week) will be considered for the right candidate. Standard business hours at the Trust Operation are 7:30 a.m. to 4:00 p.m.

QUALIFICATIONS: Candidate must have knowledge of standard office principles and procedures. Experience in bankruptcy law preferred. Proficiency in Microsoft Word and Excel is preferred. Additional requirements include: proficiency in keyboarding, skill in communicating effectively with others both orally and in writing, skill in dealing effectively with the general public, and the ability to establish and maintain effective working relationships with those contacted in the course of work.

SALARY: Wages will be commensurate with experience.

PHYSICAL REQUIREMENTS: There is frequent need to sit for an extended period of time, talk and hear, view a computer screen and use the hands and occasionally lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday.

APPLICATION PROCEDURE: Please email your resume to: resumes@ch13ark.com. For additional information regarding the Mark T. McCarty Trust Operation, please visit www.ch13ark.com.